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# INVITATION TO BID

## Rehabilitation of Harasta National Hospital

ITB No.: UNDP-SYR-ITB-030-19

Country: Syrian Arab Republic

Issued on: 14 April 2019

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:


- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/Consortium/Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Bid
  - Form F: Price Schedule
  - Form G: Form of Bid Security

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to [syria.procurement@undp.org](mailto:syria.procurement@undp.org), indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by



Name: Hanan Al Ali

Title: Procurement Analyst

Date: April 14, 2019

## Section 2. Instruction to Bidders

GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP</p>

	<p>whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>B. PREPARATION OF BIDS</b>	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in</p>

		the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.
<b>6. Cost of Preparation of Bid</b>	6.1	The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<b>7. Language</b>	7.1	The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<b>8. Documents Comprising the Bid</b>	8.1	<p>The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p> <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1	The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<b>10. Technical Bid Format and Content</b>	10.1 10.2 10.3 10.4	<p>The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
<b>11. Price Schedule</b>	11.1 11.2	<p>The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
<b>12. Bid Security</b>	12.1	A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30)

	<p>days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</li> <li>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in</p>



	<p>delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Bid</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>16. Bid Validity Period</b>	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Bid Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The</p>

	<p>request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
<b>18. Clarification of Bid (from the Bidders)</b>	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Bids</b>	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<b>20. Alternative Bids</b>	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>

## C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> <li>i. Bear the name of the Bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ol> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p>

	23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary</li> </ul>

	<p>examination by price.</p> <ul style="list-style-type: none"> <li>c) Qualification assessment (if pre-qualification was not done)</li> <li>a) Evaluation of Technical Bids</li> <li>b) Evaluation of prices</li> </ul> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical Bid and prices</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
<b>31. Due diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have</li> </ul>

	<p>done business with the Bidder;</p> <p>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<b>32. Clarification of Bids</b>	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>33. Responsiveness of Bid</b>	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words</p>

	<p>shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP_DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP_DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any

	<p>outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at</p> <p><a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p><a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



## Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English OR ARABIC
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	MANDATORY-Pre-Bid conference	<p>Will be Conducted</p> <p>Time: 10:00 am (Damascus time (GMT+3hrs))</p> <p>Date : April 21, 2019 12:00 AM</p> <p>Venue : Harasta National Hospital</p> <p>The UNDP focal point for the arrangement is:</p> <p>Eng. Sahel Jabri</p> <p>Telephone: +963 958 880 154</p> <p>E-mail: <a href="mailto:s.jabri1970@gmail.com">s.jabri1970@gmail.com</a></p> <p>Bidders not attending the site visit will NOT be eligible to submit bids to this tender.</p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	<p>Required in the amount of USD 40,000</p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> <li>▪ Bank Guarantee (See Section 8 for template)</li> </ul>

		Bid Security Validity	<ul style="list-style-type: none"> <li>Any Bank-issued Check / Cashier's Check / Certified Check</li> </ul> 150 days from the deadline of bid submission.
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows:  Percentage of contract price per day of delay: 0.5% Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Required in 10% of total contract value valid for the warranty period
10	12	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Hanan Al Ali Address: UNDP Syria Office, Mezzeh, West Villas, Ghazzawi Street, No.8 E-mail address: Hanan.al-ali@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the websites: <ul style="list-style-type: none"> <li><a href="http://www.facebook.com/UNDP.Syria">www.facebook.com/UNDP.Syria</a></li> <li><a href="http://www.sy.undp.org/content/syria/en/home/operations/procurement/">http://www.sy.undp.org/content/syria/en/home/operations/procurement/</a></li> <li><a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a></li> </ul>
14	23	Deadline for Submission	5 <sup>th</sup> May 2019 at 13:00 pm (Damascus time, GMT +3)
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email
15	22	Bid Submission Address	<input checked="" type="checkbox"/> <b><u>By Courier / Hand Delivery:</u></b> Mezzeh, West Villas Ghazzawi Street #8

			<p>Damascus, Syrian Arab Republic Tel: +963 11 612 9811 Att. Hanan Al Ali, Procurement Associate</p> <p><input checked="" type="checkbox"/> <b>By Electronic submission:</b> <a href="mailto:Syria.bids@undp.org">Syria.bids@undp.org</a> with subject: UNDP-SYR-ITB-030-19</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 5 MB</li> <li>▪ Mandatory subject of email: UNDP-SYR-ITB-030-19.</li> <li>▪ Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: UNDP Syria Country Office, Procurement Unit, Mazzeah West Villas, Damascus, Syria or UNDP RBAS Regional Center in Jordan, attention Ms. Hanan Abu Baker, Procurement Analyst, at the following address: Abu-Baker Seraj Al-Din ST. Building # 11 – Abdoun Al Shamali P O BOX 852303- AMMAN 11185 - JORDAN</li> </ul>
17	25	Date, time and venue for the opening of bid	<p>Date and Time: May 5, 2019 3:00 PM</p> <p>Venue: UNDP Syria Country Office, Mezzeh, West Villas, Ghazzawi Street, No.8</p>
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	<i>Upon contract signature</i>
20		Maximum expected duration of contract	6 months
21	35	UNDP will award the contract to:	One Bidder Only
22	39	Type of Contract	Contract for Civil Works

			<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	N/A

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security (if required) submitted as per ITB requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"><li>▪ The contractor shall be certified as a first or second- or third-degree engineering company from the Syndicate of Engineers. Contractor shall provide a copy of his classification certificate.</li><li>▪ The contractor shall be certified as a first- or second or third-degree contractor from the Syndicate of Contractors. Contractor shall provide a copy of his classification certificate.</li><li>▪ All tests carried out for the reinforced concrete parts and tests carried out for the network cables, other</li></ul>	Form B: Bidder Information Form

	cables and ground and lightning system shall be submitted.	
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 3 years of relevant experience in executing civil works turn key projects.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity (at least has 2 projects with size similar in value to the current project. Projects executed previously up to the past 12 years are acceptable). To describe briefly the scope of work in the project.  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	<input checked="" type="checkbox"/> Minimum average annual turnover of twice the proposed bid value for any of the last 3 years.  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Technical Evaluation</b>	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
<b>Financial Evaluation</b>	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.  Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)  Comparison with budget/internal estimates.	Form F: Price Schedule Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Other Criteria	Clear and detailed work plan, including activities and timeliness showing equipment, materials & workmanship that will be used for each activity.	Form E: Technical Bid
	<p>Availability of a site civil engineer with 10 years of experience to follow up on all construction works and a full time electrical and mechanical engineer and Information Technology Engineer with 10 years of experience who must have worked previously in health centers or hospitals construction/rehabilitation:</p> <p>1- Copies of the CVs of the engineers are required to be submitted with the offer.</p>	Form E: Technical Bid
	Availability of equipment, resources (scaffolding, construction tools, etc... ) and workers to carry out the required works.	Form E: Technical Bid
	Letter of commitment to provide safety equipment to all site basis personnel.	Form E: Technical Bid
	Letter of commitment to operate according to final drawings provided in this tender.	Form E: Technical Bid
	Letter of commitment that the contractor shall submit final plans and complete documentation of the project after its execution and receipt for all the project electrical items as well as the communications ones and all cables and sanitary works and the methods of connection and approved numbering in addition to all works and ways to connect them with public services.	Form E: Technical Bid
	Letter of commitment that the contractor will ensure all of his labor against any accidents that might happen on site.	Form E: Technical Bid
	Full acceptance of the contract General Terms and Conditions.	Form E: Technical Bid

## **Section 5a:** Schedule of Requirements and Technical Specifications/Bill of Quantities

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Please see Annex 1- Scope of Works and bill of quantities for detailed description of the requirement.



## Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	DAP
Exact Address of Delivery/Installation Location	Harasta National Hospital, Rural Damascus, Syria
Mode of Transport Preferred	Up to the bidder choice
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Customs, if required, clearing shall be done by:	UNDP
Ex-factory / Pre-shipment inspection	N/A
Inspection upon delivery	Yes, please refer to Annex 1- the scope of works for details
Installation Requirements	Yes
Testing Requirements	Yes
Scope of Training on Operation and Maintenance	Please refer to Annex 1- the Scope of works for details
Commissioning	yes
Warranty Period	One Year
Local Service Support	Yes
Technical Support Requirements	Yes
After-sale services Requirements	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of One year <input checked="" type="checkbox"/> Technical Support

<sup>2</sup>A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

<p>Payment Terms</p> <p><i>(max. advanced payment is 20% as per UNDP policy)</i></p>	<p>Payment shall be against work completion reports as per below:</p> <p>each installment will be for reports covering not less than 30% of the total works and which should be duly signed by the project engineer and the supervising technical committee.) _____</p>
<p>Conditions for Release of Payment</p>	<p><input checked="" type="checkbox"/> Inspection upon arrival at destination</p> <p><input checked="" type="checkbox"/> Installation when required</p> <p><input checked="" type="checkbox"/> Testing when required</p> <p><input checked="" type="checkbox"/> Training on Operation and Maintenance when required</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements</p>
<p>All documentations, including catalogues, instructions and operating manuals, shall be in this language</p>	<p>English</p>

## Section 6: Returnable Bidding Forms / Checklist

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This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

### Technical Bid:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Form of Bid Security	
▪ [Add other forms as necessary]	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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## Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent)</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy?</b> <i>(If yes, provide a Copy)</i>	[Complete]
<b>Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]

<b>Contact person that UNDP may contact for requests for clarifications during Bid evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Certificate of classification as a first- or second- or third-degree engineering company from the Syndicate of Engineers. Bidder shall provide a copy of his classification certificate.</li> <li>▪ Certificate of Classification as a first- or second or third-degree contractor from the Syndicate of Contractors. Bidder shall provide a copy of his classification certificate.</li> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ Latest audited financial statement (income statement and Balance Sheet) including Auditor's Report for the last three years.</li> <li>▪ Statement of satisfactory performance from the top (2) clients in terms of Contract value</li> <li>▪ Proof of minimum three years in similar works</li> <li>▪ Clear and detailed work plan, including activities and timeliness showing equipment, materials &amp; workmanship that will be used for each activity</li> <li>▪ Copies of the CVs of the engineers who will be involved in the project are required to be submitted with the offer.</li> <li>▪ List of equipment, resources (scaffolding, construction tools, etc... ) and workers to carry out the required works.</li> <li>▪ full copies of the catalogs of the submitted equipment</li> <li>▪ Letter of commitment to provide safety equipment to all site basis personnel.</li> <li>▪ Letter of commitment to operate according to final drawings provided in this tender</li> <li>▪ Letter of commitment that the contractor shall submit final plans and complete documentation of the project after its execution and receipt for all the project electrical items as well as the communications ones and all cables and sanitary works and the methods of connection and approved numbering in addition to all works and ways to connect them with public services</li> <li>▪ Letter of commitment that the contractor will ensure all of his labor against any accidents that might happen on site.</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

### History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.



Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  - Historic financial statements must be audited by a certified public accountant;
  - Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

### SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
<b>Cleaning and removing works</b>					
Cleaning the entire hospital building, floors, roofs and yards from the rubble in addition to dismantling the remaining false ceilings and breaking the WC facilities floor and wall ceramic tiles, sanitary items and pipes as per the supervisory body's instructions. Breaking the kitchen floor and wall ceramic tiles and dismantling the mechanical equipment as well as breaking the roofs tiles and baseboards, removing the water insulation, dismantling the damaged shades brick tiles and metal structures, removing the ground floor wooden door and window frames and removing them in addition to all other required works					
<b>Wall restoration works</b>					

Providing and installing blocks with varied thicknesses					
3 layers of cement rendering (base, fine and top) for the walls					
Manually peeling and transferring the cement render					
External white rendering for the facades and filling the holes with cement mortar and all that is required					
2 layers of external wired rendering and a third white render top layer for the main facade and all that is required					
Providing and installing bevelled 3cm thick stones for the restoration of the damaged facades and external wall with fixation and all that is required					
Providing and installing bevelled 4cm thick stones for the restoration of the damaged facades and external wall with fixation and all that is required					
Providing and installing 2cm thick defect-free Rheibani marble boards for the windows with polishing and fixing and all that is required					

Providing and installing 2cm thick defect-free Turkish marble boards for the windows with polishing and fixing and all that is required					
<b>Aluminium frames and false ceilings works</b>					
Providing and installing wide-section bronze-colour aluminium frames, at least 1.2mm thick, with 6mm transparent panes (Madar brand) for the external windows with moveable grills in addition to handles, rails and locks and all that is required					
Providing and installing silver aluminium frames for the WC facilities doors and aluminium rods, transparent panes and melamine (8mm thick) in addition to fixing the handles, hinges and all that is required					
Providing and installing American kitchen frames (cabinets under the sink) PVC with all accessories and other required items					
Providing and installing American kitchen frames (cabinets over the					

sink) PVC with all accessories and other required items					
Providing and installing American kitchen PVC drawers and required accessories					
Providing and installing 60x60cm gypsum boards for the false ceilings with rails and hooks for the corridors and halls with fixation and all that is required					
<b>Wood works</b>					
Providing and installing beech wood frames and Swedish wood jambs in addition to beech wood rails and 4mm thick melamine coated wood stiles on both sides with locks, handles, 3 hinges and fixing 10cm wide stainless steel plates for the wooden sides plus fixation, paint and all that is required					
<b>Marble and ceramic tiles works</b>					
Providing and installing Rheibani marble tiles for the damaged floors and stairs with fixation and all that is required					
Providing and installing 3cm thick					

polished Turkish marble boards, 60cm wide, for the tables and fixing 2 black boards for the table sides with fixation and all that is required					
Providing and installing locally made ceramic tiles with fixation and all that is required for the bathrooms and kitchen floors as per the supervisory body's instructions					
Providing and installing locally made ceramic tiles with fixation and all that is required for the walls and ceilings of the bathrooms and kitchen as per the supervisory body's instructions					
<b>Paint works</b>					
3 layers of oil paint, 3 layers of paste and 3 layers of blue paint and all that is required					
Oil paint, undercoat base layer and two layers of paint as well as blue paste and all that is required					
<b>Metal works and brick tile shades</b>					
Maintaining the metal doors including replacing the locks with ISO locks, re-welding, oil paint and					

all that is required					
Providing and installing metal doors and rods, welding, red-oxide paint and oil paint in addition to fixing ISO locks, hinges, accessories and all that is required					
Providing and installing protection iron grills for the external wall with welding, red-oxide paint and oil paint and all that is required					
Providing and installing brick tile shade metal structures with welding, red-oxide paint and oil paint with all that is required					
Providing and installing top quality brick tiles for the shades fixed on the abovementioned structure					
<b>Roof insulation works and pavement tiles</b>					
Providing and installing 33x33cm white mosaic Turkish tiles, Type 5, for the roofs with all that is required					
Providing and installing 33x8cm mosaic baseboards for all the roofs					



250kg/ m <sup>3</sup> slope concrete for all the roofs					
Providing and installing top quality 4mm thick bitumen sheets with melting it, fixing a geotextile layer and all that is required					
Providing and installing tiles for the pavements/sidewalks around the building in addition to dyes and all that is required as per the books of conditions specs					
Providing and installing interlock cement sides and fixing them with cement rendering all that is required as per the books of conditions specs					
<b>x-ray rooms lead shielding works</b>					
Providing and installing 2mm thick locally made lead shields for insulating the x-ray rooms walls up to 2m high and fixing them with screws and all that is required (all accessories, handles, locks, additional wheels for the door rails and hinges)					
Providing and installing a 5x2.5cm Swedish wooden grill with 50x50cm distances from both					

sides of the lead shields in addition to fixing 8mm melamine boards from the frontal side after fixing and installing the lead shields up to 2m high, as per the above item					
Providing and installing 35x35cm of leaded glass to be fixed on the control rooms walls with all accessories required					
<b>Operation rooms works</b>					
Providing and installing PVC linings for the operation rooms floors with a brassy network with all that is required					
Two layers of anti-bacterial sprayed Epoxy paint for the operation rooms walls and two layers of top quality acrylic paint over it and all that is required					
<b>Structural reinforcement works</b>					
Reinforcing the skylights, poles and fallen beams and broken thresholds with 400kg/m <sup>3</sup> reinforced concrete and no less than 120kg of reinforcement iron, according to the specifications of the books of terms &					

conditions					
Backfilling works of the trench in the basement with moulded concrete as per the supervision instructions					
Executing light reinforcement floor concrete (300kg/m <sup>3</sup> ) with a reinforcement ratio of 30kg/ m <sup>3</sup> for the basement kitchen floor					
Providing and paving 15cm thick stone tiles for the basement kitchen floor					
Excavation works with machines in site, if necessary					
Providing and executing 15cm thick stone tiles in site, if necessary					
Providing and executing 200kg/ m <sup>3</sup> regular concrete for sanitary works					
Providing and executing 250kg/ m <sup>3</sup> reinforcement concrete for the poles, thresholds, tie beams, exterior wall bases or any new structure in site, if necessary					
<b>Ground concrete water tank works</b>					
Manual excavation works for the ground water tank with rubble removal					
Providing and executing 400kg/ m <sup>3</sup>					

reinforced concrete with a reinforcement ratio of no less than 100kg/ m <sup>3</sup> for the water tank					
Providing and executing a base layer of rendering with a waterproof substance inside the water tank					
Providing and executing ceramic tiles with rubber grout inside the tank					
Providing and installing galvanized metal sheets or any appropriate material approved by the supervisory body for the tank opening					
Water tank accessories					
<b>Sanitary works</b>					
Providing and installing 2-inch plastic tubes and all that is required (repairing and/or replacing the broken ones)					
Providing and installing 3-inch plastic tubes and all that is required (repairing and/or replacing the broken ones)					
Providing and installing 4-inch plastic tubes and all that is required (repairing and/or replacing the broken ones)					

Providing and installing 6-inch plastic tubes and all that is required (repairing and/or replacing the broken ones)					
Providing and installing regular cement pipes, 30cm in diameter, with digging, backfilling and levelling and all other required works					
Providing and installing 1 1/4" PPR pipes with fixation and all that is required (repairing and/or replacing the broken ones)					
Providing and installing 1" PPR pipes with fixation and all that is required (repairing and/or replacing the broken ones)					
Providing and installing 3/4" PPR pipes with fixation and all that is required (repairing and/or replacing the broken ones)					
Providing and installing 1/2" PPR pipes with fixation and all that is required (repairing and/or replacing the broken ones)					
Providing and installing 40x50cm column porcelain sink with a shelf, mirror					

and a faucet with fixation and all that is required					
Providing and installing 60x50cm single-basin sinks for the canteen with fixation and all that is required with a siphon and valve					
Providing and installing a 3-layer 5m <sup>3</sup> plastic water tank with fixing the valves and all that is required					
Providing and installing 20x20cm internal drain with fixation and all that is required					
Providing and installing 40x40cm internal drain with fixation and all that is required					
Providing and installing a 4" plastic siphon drain with a lid and all that is required					
Providing and installing 80x80cm manhole with digging, cast iron cover and all that is required					
Providing and installing 100x100cm manhole with digging, cast iron cover and all that is required					
Providing and installing 120x120cm manhole with a depth					

enough to ensure complete drainage of the hospital and be connected with the main, if required					
Providing and installing rain gutter drain on the roof					
Providing and installing 4" plastic gutters with fixation and all that is required					
Providing and installing wall mixer faucet with fixation and all that is required					
Providing and installing wall faucets for the sinks with fixation and all that is required					
Providing and installing squat toilets with siphon tanks and all that is required					
Providing and installing faucets with chrome hoses for the centre WC facilities					
Providing and installing 1 <sup>st</sup> class locally made white porcelain shower trays measuring 70x70cm with all that is required					
Providing and installing good quality shower mixer with a hose and handle					
Providing and installing toilet seats with a cistern (tank),					

fixation and all that is required					
Executing metal grills in the kitchen as per the books of conditions specs					
Executing a fat separator in the kitchen as per the books of conditions specs					
Maintaining the cool/hot water network for all the floors					
Sanitary network compression works after repairing, installing and maintaining it with the approval of the supervisory body on the compression test					
<b>Architectural Works</b>					
Providing and installing light points					
Providing and installing 16Amp single-phased hidden earthed Schuko outlet					
Providing and installing 16Amp single-phased hidden earthed UPS Schuko outlet					
Providing and installing 16Amp single-phased hidden earthed impermeable Schuko outlet					
Providing and installing a hidden resetting potential outlet with wires, elastic tubes of					



appropriate diameters as from the earthing bar till the outlet					
Providing and installing aluminium rail accommodating four Schuko outlets and two resetting potential outlets					
Providing and installing aluminium rail accommodating six Schuko outlets and three resetting potential outlets					
Providing, extending and connecting electric points (for AC, ventilators, the medical gases pipes control unit and ray-sterilizer units) with the wires and elastic tubes of appropriate diameters					
Providing, extending and connecting electric points (for radiology devices and operation theatres) with the plastic tubes of appropriate diameters					
Providing, extending and connecting electric points for the washing and sterilizing equipment (ceiling-installed supplies) with all the installation accessories					
Providing, extending and connecting electric points (for lighting the circular					

light of the operation theatre)					
Providing, extending and connecting electric points (for the head operation theatre socket unit)					
Providing, extending and connecting electric points (for the lighting of the patient bed head unit)					
Providing, extending and connecting electric points (for the patient bed head unit outlets)					
Providing and installing polycarbonate lighting device with 2x120cm impermeable plexi with 18w LED bulbs					
Providing and installing 60x60cm hidden or apparent LED lighting device					
Providing and installing LED spot ceiling light					
Providing, installing, connecting and trying out a lighting device for the complete patient bed head unit including the lights, switches and outlets of all types					
Providing and installing NYY 4x240+E120mm <sup>2</sup> cable					
Providing and installing NYY 4x150+E70mm <sup>2</sup>					

cable					
Providing and installing NYY 4x70+E35mm <sup>2</sup> cable					
Providing and installing NYY 4x50+E25mm <sup>2</sup> cable					
Providing and installing NYY 4x35+E16mm <sup>2</sup> cable					
Providing and installing NYY 4x25+E16mm <sup>2</sup> cable					
Providing and installing NYY 4x16+E16mm <sup>2</sup> cable					
Providing and installing NYY 4x10+E10mm <sup>2</sup> cable					
Providing and installing NYY 4x6+E6mm <sup>2</sup> cable					
Providing and installing NYY 4x16mm <sup>2</sup> cable					
Providing and installing NYY 5x10mm <sup>2</sup> cable					
Providing and installing NYY 5x6mm <sup>2</sup> cable					
Providing and installing NYY 4x4mm <sup>2</sup> cable					
Providing and installing NYY 4x2.5mm <sup>2</sup> cable					
Providing and installing NYM 3x4mm <sup>2</sup> cable					
Providing and installing NYM 3x2.5mm <sup>2</sup> cable					
Providing and installing 10cm wide					

cable holder					
Providing and installing 20cm wide cable holder					
Providing and installing 40cm wide cable holder					
Providing and installing 60cm wide cable holder					
Providing and installing 10cm wide cable holder with lid					
Providing and installing 20cm wide cable holder with lid					
Providing and installing 50cm wide cable holder with lid					
Providing and installing 60cm wide cable holder with lid					
Providing and installing 50cm wide up-going cables ladder					
Providing, installing and connecting MDB panel with the tube and its lid					
Providing, installing and connecting panel DBL-1					
Providing, installing and connecting panel LP1-1					
Providing, installing and connecting panel LP1-2					
Providing, installing and connecting panel BP=K					
Providing, installing and connecting panel BP-LS					

Providing, installing and connecting panel PPR-1					
Providing, installing and connecting panel BP-P					
Providing, installing and connecting panel PPR-3					
Providing, installing and connecting panel LP0-1					
Providing, installing and connecting panel LP0-2					
Providing, installing and connecting panel LP0-3					
Providing, installing and connecting panel LP1-2					
Providing, installing and connecting panel LP1-3					
Providing, installing and connecting panel OP-1-1					
Providing, installing and connecting panel OP-1-2					
Providing, installing and connecting panel OP2-1					
Providing, installing and connecting panel LP2-2					
Providing, installing and connecting panel BP-L1					
Providing, installing and connecting panel LP2-3					
Providing, installing and connecting panel LP3-1					

Providing, installing and connecting panel OP3-1					
Providing, installing and connecting panel LP3-2					
Providing, installing and connecting panel OP4-1					
Providing, installing and connecting panel LP4-2					
Providing, installing and connecting panel DBL-1					
Providing, installing and connecting panel LP-1-2					
Providing, installing and connecting panel LP I-1 with the roof					
Providing, installing and testing the earthing network					
Providing, installing and testing the lightning protection network					
Providing, installing and testing the potential resetting network					
Providing, installing and connecting an antenna, tower or metal pipe and the naked and galvanized brass head with the required fixers to protect the mechanical equipment on the roof with the conductors					
Providing, installing, connecting and testing the 100KVA					

UPS					
Providing and installing a bed/people elevator (1150kg/15 persons capacity)					
Maintaining the bed/people elevator including providing a new control system, replacing the interior and exterior doors, maintaining the old cabin and providing and installing all that is required of parts and accessories. The contract shall be committed to submit a detail offer of the maintenance and spare parts to be approval prior to commencing the maintenance.					
Maintaining a 630kva generation unit including the maintenance of the motor, installing the required parts, providing and installing a new electric control panel and all the required spare parts, batteries, lubricants and all that is required with trying out and operating					
Providing and installing a transformation centre for the hospital supply with 400kva					

with all that is required for operation					
<b>Electrical Works</b>					
Providing and installing RJ-11 telephone sockets with all required accessories					
Providing and installing a 10/100 line telephone exchange					
Providing and installing 200-line distribution box					
Providing and installing a PC with cords and plugs					
Providing and installing 50-pair external telephone cables					
Local Area Network: The price includes the plastic conduits according to their sizes and all sorts of installation works including restoring the appearance as it was, in addition to the charges of installation, connection, extension, programming, operation, trying-out and documentation.					
Providing and installing RJ-45 PC socket with all required accessories					
Providing and installing a 24-port management layer3					



switch					
Providing and installing a 24-port management layer2 network switch					
Providing and installing a 16-port management layer2 network switch					
Providing and installing a 24-port patch panel with a cable organizer and Cat6a UTP 1m patch cords					
Providing and installing a 16-port patch panel with a cable organizer and Cat6a UTP 1m patch cords					
Providing and installing a server with dual power supply unit					
Providing and installing a router with serial WAN interface card, modem with V.35 interface, V.35 cable					
Providing and installing a 7-unit standard rack cabinet					
Providing and installing a 12-unit standard rack cabinet					
Providing and installing a 42-unit standard main cabinet					
Providing and installing UTP CAT 6A network cable					
General call system: The price includes the					

plastic conduits according to their sizes and all sorts of installation works including restoring the appearance as it was, in addition to the charges of installation, connection, extension, programming, operation, trying-out and documentation.					
Providing and installing 10w ceiling-mounted speakers					
Providing and installing a DVD player					
Providing and installing an AM/FM Rack digital radio					
Providing and installing microphones with gooseneck stands					
Providing and installing professional wireless microphones					
Providing and installing a 10-channel + 8 mono sound mixer					
Providing and installing 380w amplifiers					
Providing and installing a 16-channel selector					
Providing and installing a standard cabinet					
Providing and installing a 2x2mm <sup>2</sup>					

power cable					
Providing and installing a microphone cord					
Conference room sound system: The price includes the plastic conduits according to their sizes and all sorts of installation works including restoring the appearance as it was, in addition to the charges of installation, connection, extension, programming, operation, trying-out and documentation.					
Providing and installing a 9-inlet sound mixer					
Providing and installing a 120w, 100v amplifier					
Providing and installing a DVD/double cassette player					
Providing and installing a rack cabinet for the sound equipment					
Providing and installing dynamic microphones with a table stand					
Providing and installing a wireless microphone with UHF handle					
Providing and installing 10w/100v					

hidden ceiling speakers					
Providing and installing a floor microphone stand					
Providing and installing 4-line microphone cords					
Providing and installing a microphone cord					
Providing and installing a 4-outlet wall plug box to connect the mixer and plugs					
Providing and installing plugs and cables for installation requirements					
Fire alarm system: The price includes the plastic conduits according to their sizes and all sorts of installation works including restoring the appearance as it was, in addition to the charges of installation, connection, extension, programming, operation, trying-out and documentation.					
Providing and installing addressable smoke detectors with isolator bases					
Providing and installing addressable heat detectors with isolator bases					
Providing and installing addressable					

manual call buttons with isolator bases					
Providing and installing light/sound alarm systems					
Providing and installing addressable relays with isolator bases					
Providing and installing an addressable fire alarm control panel with at least 2-loop control module					
Providing and installing a repeater					
Providing and installing a LSNH 2x1.5mm <sup>2</sup> FIRE PROOF CABLE INSTALLED IN HEAVY GAUGE CONDUIT 25mm					
Nurse call system: The price includes the plastic conduits according to their sizes and all sorts of installation works including restoring the appearance as it was, in addition to the charges of installation, connection, extension, programming, operation, trying-out and documentation.					
Providing and installing a call button in the bed panel					
Providing and installing bathroom					

call pull cords					
Providing and installing call cancel button					
Providing and installing overdoor light call devices					
Providing and installing a connection unit at each room's attic					
Providing and installing main control panels					
Providing and installing control cables					
Cable ducts: The price includes all the accessories required (elbows, T's, U-channel, side joints, earthing joints, nuts and bolts) with the charges of installation and extension.					
Providing and installing a 7.5cm wide cable duct					
Providing and installing a 10cm wide cable duct					
Providing and installing a 30cm wide cable duct					
Providing and installing a 20cm wide ladder for ascending cables					
Mechanical Works					
<b>Providing and installing a cool water production unit (CH)</b>					

With air condensation and compressor, accessories and other specs as per the books of conditions and plans					
A capacity of 70 tons (screw cooling) and a water temperature of 7C					
<b>Providing and installing a fully assembled air handling unit (AHU) including a fan, coils, filters, moisturiser and mixing container. The coils three valves are included in the coils control works with all the accessories.</b>					
An air handling unit AHU-1: an overall air flow of 2070 m <sup>3</sup> /h for the incubators					
The capacity of the pre-heating coil is 14765w					
The capacity of the cooling coil is 28635w					
The capacity of the post-heating coil is 14345w					
The moisturizer capacity is 21kg/h					
Resistance of the external tubes is 160 Pascal to be added to the overall devices resistance					
An air handling unit AHU-2: an overall air flow of 3015 m <sup>3</sup> /h for					

general surgeries					
The capacity of the pre-heating coil is 21520w					
The capacity of the cooling coil is 41050w					
The capacity of the post-heating coil is 20640w					
The moisturizer capacity is 30kg/h					
Resistance of the external tubes is 160 Pascal to be added to the overall devices resistance					
An air handling unit AHU-3: an overall air flow of 3275 m <sup>3</sup> /h for osteopathic surgeries					
The capacity of the pre-heating coil is 23705w					
The capacity of the cooling coil is 48570w					
The capacity of the post-heating coil is 23390w					
The moisturizer capacity is 32kg/h					
Resistance of the external tubes is 170 Pascal to be added to the overall devices resistance					
An air handling unit AHU-4: an overall air flow of 3020 m <sup>3</sup> /h for gynaecological surgeries					
The capacity of the pre-heating coil is 21520w					



The capacity of the cooling coil is 41050w					
The capacity of the post-heating coil is 20640w					
The moisturizer capacity is 30kg/h					
Resistance of the external tubes is 160 Pascal to be added to the overall devices resistance					
An air handling unit AHU-5: an overall air flow of 5080 m <sup>3</sup> /h for intensive care unit					
The capacity of the pre-heating coil is 36270w					
The capacity of the cooling coil is 70090w					
The capacity of the post-heating coil is 34090w					
The moisturizer capacity is 50kg/h					
Resistance of the external tubes is 190 Pascal to be added to the overall devices resistance					
<b>Providing and installing an air filter with all accessories</b>					
An air flow filter (2070m <sup>3</sup> /h), with shaft dimensions of 45x30cm, 99.997% efficiency, installed on the AHU-1 unit supply					
An air flow filter (3015m <sup>3</sup> /h), with					

shaft dimensions of 45x30cm, 99.997% efficiency, installed on the AHU-2 unit supply					
An air flow filter (3275m <sup>3</sup> /h), with shaft dimensions of 50x40cm, 99.997% efficiency, installed on the AHU-4 unit supply					
An air flow filter (5080m <sup>3</sup> /h), with shaft dimensions of 35x70cm, 99.997% efficiency, installed on the AHU-5 unit supply					
<b>Providing and installing galvanized steel ventilation shafts in the thicknesses stated in the book of conditions with all accessories</b>					
Non-insulated galvanized steel ventilation shafts					
Insulated and galvanized steel ventilation shafts (a layer of fibreglass coated with aluminium foil and glued cloth)					
Insulated galvanized ventilation shafts installed on the roof (a layer of fibreglass coated with aluminium foil and glued cloth + 6mm thick galvanized metal sheet)					

<b>Providing and installing vents with/without adjusters with all accessories</b>					
<b>Providing and installing extractor fans</b>					
Centrifugal extractor fans (CEF):					
CEF with 1725m <sup>3</sup> /h flow and 16mmH <sub>2</sub> O compression					
CEF with 2000m <sup>3</sup> /h flow and 18mmH <sub>2</sub> O compression					
CEF with 2300m <sup>3</sup> /h flow and 16mmH <sub>2</sub> O compression					
CEF with 2650m <sup>3</sup> /h flow and 21mmH <sub>2</sub> O compression					
CEF with 3475m <sup>3</sup> /h flow and 20mmH <sub>2</sub> O compression					
CEF with 3600m <sup>3</sup> /h flow and 43mmH <sub>2</sub> O compression					
CEF with 5000m <sup>3</sup> /h flow and 17mmH <sub>2</sub> O compression					
CEF with 5360m <sup>3</sup> /h flow and 19mmH <sub>2</sub> O compression					
CEF with 800m <sup>3</sup> /h flow and 15mmH <sub>2</sub> O compression					
CEF with 1725m <sup>3</sup> /h flow and 16mmH <sub>2</sub> O compression					
CEF with 300m <sup>3</sup> /h flow and 14mmH <sub>2</sub> O compression					
Wall extractor fans (WEF)					

Air flow fan (100m <sup>3</sup> /h)					
Air flow fan (200m <sup>3</sup> /h)					
<b>Providing and installing SA noise reducers with all accessories in line with the shafts dimensions, taking into account that the noise reducer dimensions must be bigger than the shaft's to allow free air area without any decrease in pressure</b>					
2070m <sup>3</sup> /h flow, shaft dimension 45x30cm					
3015m <sup>3</sup> /h flow, shaft dimension 45x35cm					
3275m <sup>3</sup> /h flow, shaft dimension 45x40cm					
3020m <sup>3</sup> /h flow, shaft dimension 50x40cm					
5070m <sup>3</sup> /h flow, shaft dimension 70x35cm					
<b>Maintaining the boilers, furnaces, pumps, collectors, thermal exchangers in the hospital</b>					
<b>Providing and installing water boilers with all accessories according to the book of conditions</b>					
Cast iron boiler, 640kw, furnace capacity 65kg/h and an extinguisher no less than 8kg					
<b>Providing and installing an expansion tank</b>					

<b>made from galvanized steel with all accessories according to the book of conditions</b>					
160 lt. 3mm thick open Cool water expansion tank					
<b>Maintaining the radiators of the hospital</b>					
<b>Providing and installing radiators with all accessories according to the book of conditions</b>					
Thermal load 436075 watts					
<b>Providing and installing water softening devices with a WS chemical injection unit and all accessories according to the book of conditions</b>					
2m <sup>3</sup> /h desalination unit, 30m water column pressure					
<b>Providing and installing a sweet water tank with all accessories according to the book of conditions</b>					
1500 lt. 5mm thick SWT					
2m <sup>3</sup> /h PWS1-PW1 water pump with all accessories					
<b>30m<sup>3</sup>, 8mm thick cylindrical diesel tank with accessories according to the book of conditions</b>					

with a 6m <sup>3</sup> flow and 6m head height pump					
Providing and installing a split Air conditioner with all accessories according to the book of conditions					
2 tons AC					
1.5 tons AC					
Maintaining the aspirators of the hospital kitchen					
Maintaining the pipelines in the hospital and replacing the pipes and accessories, if needed					
Maintaining the brick chimney and metal chimneys of the hospital					
Unnoticed works					

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
e.g. Delivery Term			
Warranty			
Local Service Support			

### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

**FORM F:** Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

**Please refer to Annex 2 to see the detailed price schedule and fill it accordingly. Please sign and stamp the price schedule before submission.**



## FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

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To: UNDP  
*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date.](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*